

PLEASE COMPLETE THE ATTACHED FIREARMS APPLICATION.

ALL QUESTIONS MUST BE ANSWERED COMPLETELY.

**THE COST FOR ANY FIREARMS LICENSE IS \$100.00
NO CHARGE FOR APPLICANTS 70 YEARS OF AGE OR OLDER.**

**THE COST FOR AN INITIAL MACE LICENSE IS \$25.00.
RENEWALS FOR MACE ARE FREE.**

CASH OR CHECK. PHOTOS WILL BE TAKEN HERE.

**PLEASE NOTE QUESTION #10: HAVE YOU EVER APPEARED
IN ANY COURT AS A DEFENDANT FOR ANY CRIMINAL
OFFENSES (EXCLUDING NON-CRIMINAL TRAFFIC OFFENSES)
KEY WORD-APPEARED, NOT NECESSARILY ARRESTED.
APPEARANCES BY AN ATTORNEY ON YOUR BEHALF MUST BE
DISCLOSED. HAVING BEEN ARRESTED & CONVICTED OF A
CRIME DOES NOT NECESSARILY PROHIBIT YOU FROM GETTING
AN LTC OR FID – NOT DISCLOSING THIS INFORMATION DOES.**

**UNDERSTAND THAT “EVER APPEARED” INCLUDES ALL ADULT
& JUVENILE APPEARANCES. IT DOES NOT MATTER IF YOU
WERE FOUND GUILTY OR IF THE CHARGES WERE DISMISSED
OR CONTINUED WITHOUT A FINDING – PLEASE WRITE IT DOWN
IF YOU HAVE A SEALED RECORD, LET US KNOW (YOU DO NOT
HAVE TO TELL US WHAT IS IN THE SEALED RECORD). WE WILL
NOT ACCEPT “I FORGOT” OR “THEY TOLD ME IT WOULD NOT
SHOW UP” OR “IT NEVER SHOWED UP BEFORE” OR “THAT WAS
SO LONG AGO”.**

**REMEMBER – YOU ARE SIGNING UNDER THE PENALTIES OF
PERJURY. IF YOU ARE UNTRUTHFUL, YOU WILL BE DENIED
AND MAY FACE PROSECUTION.**

***** All References MUST Include Phone Numbers *****



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services

200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613
mass.gov/cjis



Application

**FOR NEW/RENEWAL OF A FIREARMS IDENTIFICATION CARD OR LICENSE TO CARRY
FIREARMS OR LICENSE TO POSSESS A MACHINE GUN (MGL C.140, s.129B AND s.131)**

Please Check One

FTN: _____

☐ New Applicant

LIC #: _____

☐ Renewal - Most Recent License to Carry/FID Number: _____

Issued from Which City/Town? _____ MA Expiration Date: _____

*NOTE: If application is for first firearms identification card or license to carry firearms, a copy of the Firearms Safety Certificate or Hunter Safety Course Certificate must be attached to this application.

Please Check the Type of License for Which You are Applying

(Please Check Only One)

☐ Firearms Identification Card - Restricted (mace and pepper spray)

☐ Firearms Identification Card

☐ Class B License to Carry - Non-Large Capacity

☐ Class A License to Carry - Large Capacity

☐ License to Possess a Machine Gun

☐ Check if a Class A Gun Club License *NOTE: Only the Colonel of the State Police can issue a club license.

Except for Signature, Print or Type all Requested Information

Last Name First Name Middle Name Suffix

Residential Address City State Zip Code Telephone Number

Gun Club Address (If Applicable) City State Zip Code Telephone Number

Date of Birth Place of Birth

Mother's First Name Mother's Maiden Name Father's First Name Father's Last Name

Height Weight Build Complexion Hair Color Eye Color

Occupation Social Security Number (Optional) Drivers License Number

Employed By Business Address

City/Town State Zip Telephone Number

Please Answer the Following Questions Completely and Accurately

1. Are you a citizen of the United States? _____
 If naturalized give date, place and naturalization number

	Date	Place	Naturalization No.
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2. Have you ever used or been known by another name? _____
 If yes, provide name and explain: _____

3. What is your age? *You must be 21 years of age to apply for a License To Carry Firearms, 18 years of age to apply for a Firearms Identification Card, 15 years of age but less than 18 years of age with submission of a certificate of parent or guardian granting permission to apply for a Firearms Identification Card. _____

4. Have you ever been convicted of a felony? _____

5. Have you ever been convicted of the unlawful use, possession, or sale of narcotic or harmful drugs as defined in M.G.L. c. 94C sec. 1? _____

6. Have you ever been convicted of a crime punishable by incarceration by more than one (1) year? _____

7. In any state or federal jurisdiction have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child for the commission of (a) a felony; (b) a misdemeanor punishable by imprisonment for more than 2 years; (c) a violent crime as defined in MGL C140.s.121; (d) a violation of any law regulating the use, possession, ownership, sale, transfer, rental, receipt or transportation of weapons or ammunition for which a term of imprisonment may be imposed; or (e) a violation of any law regulating the use, possession or sale of controlled substances as defined in section 1 of MGL 94C? _____

8. Have you ever been confined to any hospital or institution for mental illness? _____

9. Are you or have you ever been under treatment for or confinement for drug addiction or habitual drunkenness? _____

10. Have you ever appeared in any court as a defendant for any criminal offense (excluding non-criminal traffic offenses)? _____

11. Are you now under any charge(s) for any offense(s) against the law? _____

12. Are you now or have you ever been the subject of a M.G.L. C209A restraining order or involved in a domestic violence charge? _____

13. Has any License to Carry Firearms, Permit to Possess Firearms, or Firearms Identification Card issued under the laws of any state or territory ever been suspended, revoked, or denied? _____

14. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? _____

If You Answered "YES" to any of the Questions 4-14, Give Details Which Must Include Dates, Circumstances and Location

Other than Massachusetts, in what state, territory or jurisdiction have you resided? _____

Have you ever held a License to Carry in any other state, territory or jurisdiction? _____

If "YES", when, where and license number? _____

List the Name and Addresses of Two References

1. _____

Last Name	First Name		
_____	_____	_____	_____
Address	City/Town	State	Zip

2. _____

Last Name	First Name		
_____	_____	_____	_____
Address	City/Town	State	Zip

Reason(s) for requesting the issuance of a card or license: _____

WARNING Any person who knowingly files an application containing false information shall be punished by a fine of not less than \$500 nor more than \$1,000 or by imprisonment for not less than 6 months nor more than 2 years in a house of correction, or by both such fine and imprisonment (MGL c.140, §§ 129B(8) and 131(h)).

I declare the above facts are true and complete to the best of my knowledge and belief and I understand that any false answer(s) will be just cause for denial or revocation of my license to carry firearms.

Signed under the penalties of perjury this _____ day of _____ month _____ year

Signature of Applicant: _____

Massachusetts License to Carry (LTC)/Firearms Identification Card (FID) Affidavit

Complete this form **only** if you are **renewing** your firearms license.

License Holder Name: _____

Current LTC or FID card Number: _____

Please select one:

A. ☐ (No firearm(s) lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have not lost one or more firearms or had any firearms stolen since the renewal or issuance of my last FID card or LTC.

OR

B. ☐ (Firearm(s) reported lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have lost one or more firearms or have reported stolen one or more firearms since the renewal or issuance of my last FID card or LTC.

List all lost or stolen firearms below; use additional sheets as necessary.

Lost or Stolen	Date Reported Lost or Stolen	Reported to (Police Dept.)	Type	Make	Model	Serial Number	Case Number

The above information is true and accurate to the best of my knowledge and belief.

SIGNED UNDER THE PENALTIES OF PERJURY:

Signature: _____ Date: _____

Your FBI Identification Record may not reflect all instances in which you were arrested and fingerprinted. The FBI maintains criminal history records voluntarily submitted by local, state, federal, and certain international agencies. You may need to contact the arresting agency or the repository of the state in which the arrest(s) occurred for criminal history record information. A state repository is responsible for maintaining and updating state criminal history records.

Frequently Asked Questions

What is the processing time?

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. You can obtain an estimate of the current processing time by calling (304) 625-5590.

Can the FBI send the results to someone (or an agency) other than me?

Under the U.S. Department of Justice Order 556-73, the results must be returned to the requestor or his/her designated legal representative. A notarized authorization to release the results to the legal representative must accompany such a request.

Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service — check the business listings in your telephone book.

Why was I told there was a problem with my criminal history but I received my fingerprint card stamped "No Arrest Record?"

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the record problem.

- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's record. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository in which the arrest occurred.

For additional information concerning your record request and the challenge process, please contact the Customer Service Group at (304) 625-5590 or refer to www.fbi.gov/hq/cjisd/fprequest.htm.

Additional Concerns

Firearm Background Checks

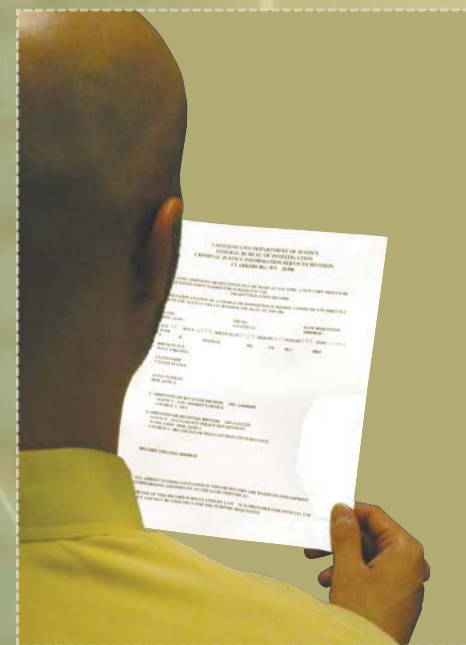
The Correspondence Group cannot access National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 444-6427 for firearm issues only or visit their Web site at www.fbi.gov/hq/cjisd/nics.htm.

Licensing and Employment Background Checks

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the requiring agency for correct procedures.



How to Obtain and Challenge Your FBI Identification Record



An FBI Identification Record, often referred to as a “RAP Sheet,” is a listing of information taken from fingerprint submissions retained by the FBI in connection with arrests. In some instances, it also includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. For criminal offenses, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge(s), and the arrest disposition(s) if known. The FBI’s Criminal Justice Information Services (CJIS) Division is not the source of the arrest data reflected on an identification record. All arrest information included in an identification record is obtained from fingerprint submissions, disposition reports, and other reports submitted voluntarily by agencies having criminal justice responsibilities.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide criminal history information via the telephone or facsimile.

How do I obtain a copy of my FBI Identification Record for personal review?

You may obtain a copy of your FBI Identification Record by sending a request to:
Federal Bureau of Investigation
CJIS Division
Attention: Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

You are required to provide the following:

- 1) Your written request.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the U.S. Treasury, or a credit card. For credit card payment information, refer to **www.fbi.gov/hq/cjisd/fprequest.htm**.
- 3) A current, original tenprint fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**. Key information needed is magnified below.

ALIASES <u>AKA</u>		O R I						DATE OF BIRTH <u>DOB</u> Month Day Year			
CITIZENSHIP <u>CTZ</u>	SEX	RACE	HGT	WGHT	EYES	HAIR	PLACE OF BIRTH <u>POB</u>				
YOUR NO. <u>OCA</u>											
FBI NO. <u>FBI</u>											
ARMED FORCES NO. <u>MNU</u>											
SOCIAL SECURITY NO. <u>SOC</u>											
MISCELLANEOUS NO. <u>MNU</u>											

What will I receive?

In accordance with regulations established by the U.S. Department of Justice, the FBI's CJIS Division is empowered to furnish an individual with a copy of any record in our Criminal File pertaining to him/her or to advise the individual that no such record exists. In instances where a criminal history record exists in our Criminal File, the FBI Identification Record itself serves as our official reply. When no record is found, a dated "No Arrest Record" stamp, placed on the back of the fingerprint card the individual submitted for the Criminal File search, serves as our official reply.

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION / CLARKSBURG, WV 26306**

APPLICANT

TO OBTAIN CHARGING PAPERWORK:

1. ON-SCENE MEETING REQUIRED
2. DRIVERS ARE REQUIRED TO DRIVE LOOP
3. DRIVE LOOP AT MINIMUM 20 MPH
4. DELTA MUST BE 10 FEET OR MORE FROM DRIVE
5. DELTA MUST BE 10 FEET OR MORE FROM DRIVE
6. DELTA MUST BE 10 FEET OR MORE FROM DRIVE
7. DELTA MUST BE 10 FEET OR MORE FROM DRIVE
8. DELTA MUST BE 10 FEET OR MORE FROM DRIVE
9. DELTA MUST BE 10 FEET OR MORE FROM DRIVE
10. DELTA MUST BE 10 FEET OR MORE FROM DRIVE

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN PERFORMANCE OF DUTY
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR THE PURPOSES OF
3. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR THE PURPOSES OF
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LEAVE THIS SPACE BLANK

INSTRUCTIONS:

1. THIS CARD MUST BE USED BY CHARGING OFFICERS IN PERFORMANCE OF DUTY
2. THIS CARD MUST BE USED BY CHARGING OFFICERS IN PERFORMANCE OF DUTY
3. THIS CARD MUST BE USED BY CHARGING OFFICERS IN PERFORMANCE OF DUTY
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10. THIS CARD MUST BE USED BY CHARGING OFFICERS IN PERFORMANCE OF DUTY

**No
Arrest
Record**

ARCHES HAVE NO DELTAS

FBI-DOJ (REV. 3-1-88)

How do I challenge my record?

If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to the FBI's CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. The Correspondence Group will contact the appropriate agencies in an attempt to verify or correct the challenged entry for you. Upon receipt of official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes, if necessary, and notify you of the outcome. Updating your FBI criminal history record can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. When challenging, you should submit any supporting documentation you have in your possession that indicates the final outcome of the arrest(s).